



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 342** **OSC Ref. C. 6222<sup>9</sup>**

**5<sup>th</sup> October, 2021**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/be assigned to the following posts in the **Post and Telecommunication Department**:

1. **Senior Legal Officer (JLG/LO 4) - (vacant)**, salary range \$3,288,646 - \$3,909,166 per annum and any allowance(s) attached to the post.
2. **Legal Officer (JLG/LO 2) - (Temporary Post)**, salary range \$2,281,606 - \$2,712,111 per annum and any allowance(s) attached to the post.
3. **Office Manager (GMG/SEG 1) - (Vacant)**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.
4. **Transport Manager (GMG/AM 4) - (Vacant)**, salary range \$1,410,802 - \$1,677,000 per annum and any allowance(s) attached to the post.
5. **Administrative Assistant (GMG/AM 3) - (Vacant)**, salary range \$1,181,789.00 - \$1,404,775.00 per annum and any allowance(s) attached to the post.
6. **Driver (LMO/DR 2) - Vacant (2 posts)**, salary range \$639,028 - \$732,316 per annum and any allowance(s) attached to the post.

#### **1. Senior Legal Officer (JLG/LO 4)**

##### **Job Purpose**

Under the supervision of the Postmaster General, the incumbent is responsible for providing Legal Services to the Department. The Legal Services include the provision of general Legal advice to the Executives and Managers of various Units of the Department, organizing and co-ordinating the review, amendment and promulgation of legislation for which the Department has responsibility, preparing and/or vetting leases, various types of contracts and instructing the Attorney General's Chambers and the Director of Public Prosecutions as well as monitoring litigation.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Develops and monitors the Budget, Operational and Work Plans for the Unit;
- Co-ordinates and monitors the legal framework of the Department and provides legal guidance to the Department having regard to the Universal Postal Union and other standards/obligations;
- Provides guidance relating to disciplinary and grievance issues, and assists in maintaining a harmonious Industrial Relations Environment;
- Prepares technical briefs for the Postmaster General, Permanent Secretary and Minister as required;
- Provides legal advice to the Postmaster General and Senior Management, on specialized and routine legal matters;
- Prepares and presents the Department's quarterly Legislation Programme, ensuring all priority Bills are adequately represented;
- Monitors progress of the implementation of the Programme and submits update(s) to Cabinet and the Postmaster General, as required;
- Attends sittings of Parliament and provides clarification on Bills, as required;
- Attends meetings, conferences, seminars on matters relating to the Department;
- Represents the Department at local and international meetings, conferences and other fora as required;
- Prepares performance and other reports as required and ensures timely submission of all documents/information requested from the Unit;
- Keeps abreast of international conventions related to the Department's activities and interprets and advises on its implications.

**Technical/Professional:**

- Advises the Postmaster General and relevant staff of the Department on all areas of tender document, Contract and Property Laws and other legal matters relevant to the Department;
- Participates in negotiations and drafts or peruses employment, engagement and all other contracts on behalf of the Department and ensures conformity with the related laws and policies and the interests of the Department;
- Reviews work assignments undertaken by Junior Counsel and advises on areas which need to be amended before dispatch;
- Reviews legal documents and other documents in relation to projects undertaken by the Department;
- Reviews and makes recommendations for preparation of new legislation;
- Vets Drafts Cabinet Submissions in accordance with Government guidelines to further the Department's policies and programmes;
- Vets Cabinet Submissions prepared by other Departments and provides feedback to respective personnel before submission to Cabinet;
- Drafts some contracts for procurement of goods and services for the Department.
- Prepares, peruses and vets contracts, Lease Agreements and other legal documentation;
- Prepares and reviews Drafting Instructions related to the Postal Sector;
- Prepares proposed drafting instructions and/or drafting Orders for signature of the Minister, ensuring all necessary/required consultations and Cabinet Submissions are done and co-ordinates the gazetting of the Orders;
- Co-ordinates the preparation for the filing of actions on behalf of the Department on violators of laws within the purview of the Department;
- Participates in Court proceedings on behalf of the Department and Corporation, ensuring adequate support to the Attorney General's Chambers and the Office of the Director of Public Prosecution, as required;
- Liaises with the Attorney General's Chambers to produce legal opinions/briefs on matters of Law affecting the Department's policies and programmes;
- Liaises with the Office of the Director of Public Prosecutions in relation to rulings on case files and initiation of proceedings in the Courts in relation to the breach of legislation that the Department administers;
- Liaises with the Office of the Parliamentary Counsel to ensure that legislation is drafted in accordance with the Department's instructions;
- Liaises with the Clerk to the House of Parliament in relation to matters to be tabled or debated in Parliament involving Legislation administered by the Department;
- Examines Bills emanating from other Ministries;
- Attends the sittings of the House of Representatives and the Senate when Bills from the Ministry are being considered;
- Monitors events involving the Department and the Courts with potential major legal consequences for the Department and alert the Postmaster General accordingly;
- Instructs/briefs the Attorney General's Chambers on behalf of the Department.
- Instructs/briefs the Clerk of the Court in conduct of criminal proceedings in which the Department has an interest, as required;
- Assists with the defence of Court proceedings instituted by or against the Department;
- Assists with the defending of Bills before the Legislation Committee of Cabinet in collaboration with the Ministry of Science, Energy and Technology, Legal Unit;
- Assists the Human Resource Management and Development Branch with disciplinary matters, as required.

**Required Knowledge, Skills and Competencies**

- Excellent leadership skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent planning and organizational skills
- Excellent of knowledge and understanding of Commercial, Conveyance, Contract, Property and International Laws
- Excellent research and legal writing skills
- Good knowledge and understanding of the legal framework of the Government of Jamaica
- Good knowledge and understanding of contract negotiations and drafting
- Knowledge of Industrial Relations and The Public Service Regulations
- Knowledge of the Postal Act (1941), Universal Postal Union Standard, Public Procurement Act, Financial Administration and Audit (FAA) Act and Regulations, and other laws and regulations relevant to the Department

- Experience in the use of relevant computer applications
- Excellent problem solving and decision-making skills

### **Minimum Required Qualification and Experience**

- Bachelor of Laws Degree (LLB);
- Certificate of Legal Education; **plus**
- At least seven (7) years' experience with at least three (3) years in related experience areas of Contract and Property Laws.

## **2. Legal Officer (JLG/LO 2)**

### **Job Purpose**

The Legal Officer will carry out a range of legal support and administrative functions of the Unit. This involves assisting in the conduct of legal and factual research to support legal opinions and proceedings and with the preparation of documents necessary to ensure that the Division performs its functions in an efficient, effective, and lawful manner.

### **Key Responsibilities**

#### ***Management and Administrative:***

- Collaborates with the Senior Legal Officer in the preparation of Individual Work Plan;
- Assists with the preparation of Performance Reports for the Unit;
- Keeps abreast of international conventions related to the Department's activities and interprets and advises on its implications.

#### ***Technical/Professional:***

- Prepares legal drafts by assembling and organizing information for legal forms and documents, including complaints, declarations, discovery requests, responses, and other pleadings;
- Researches statutes, constitutions, regulations, court opinions, including precedents and reasoning, and trends using standard print texts and computers; preparing legal memoranda;
- Assists with gathering and analyzing research data, such as statute decisions and legal articles, codes and documents;
- Conducts records search, legal and factual research;
- Prepares written reports and other correspondence;
- Assembles case materials by collecting, organizing, and summarizing information, documents, reports, and evidence;
- Provides information to facilitate preparation of legal opinions, briefs and papers;
- Identifies required legal data and liaises with relevant data sources to facilitate collection;
- Assists the lawyer in the courtroom;
- Provides supporting documents and affidavits;
- Provides assistance in maintaining all contracts for the Department;
- Organizes and tracks case files; follows up on case files and provides assistance with the completion of files;
- Assists with the preparation of case files;
- Assists with the review and vetting of Lease Agreements and licenses;
- Prepares correspondence requesting the gazetting of legal notices and instruments;
- Drafts or vets the notices, orders or other legal information to be gazetted;
- Assists in preparing legal documents, including briefs, appeals, contracts and other legal documentation;
- Liaises with the Attorney General's Chambers, Office of The Director of Public Prosecutions and other legal Departments and stakeholders regarding legal matters/issues;
- Provides Statistical Data and information to support the Department by utilizing relevant research methods to collect information;
- Maintains calendar by entering and updating requirements, Court Dates, and meetings;
- Designs and maintains Statistical Database(s) to facilitate analysis and planning of legal matters for the Unit;
- Keeps and monitors legal volume(s) to ensure Law Library is up-to-date
- Creates and maintains Filing Systems for legal and quasi-legal documents;
- Updates job knowledge by participating in continuing educational opportunities; reading legal publications; maintaining personal networks.

### **Required Knowledge, Skills and Competencies**

- Good interpersonal skills
- Sound oral and written communication skills
- Sound planning and organizational skills
- Sound problem solving and decision-making skills
- Sound knowledge of Jamaica's Commercial, Conveyance, Contract, Property and International Laws
- Excellent legal research, investigative and analytical skills
- Good knowledge of legal principles and practices
- Good knowledge of legal terminologies
- Good knowledge of legal communication principles and practices
- Awareness of government regulations and procedures
- Ability to think logically
- Ability to understand and follow instructions
- Sound knowledge of court procedures (civil and criminal)
- Knowledge and understanding of contract negotiations and drafting
- Knowledge of Industrial Relations and The Public Service Regulations
- Knowledge of the Postal Act, Universal Postal Union Standard, Public Procurement Act, Financial Administration and Audit (FAA) Act and Regulations and other laws and regulations relevant to the Department
- Experience in the use of relevant computer applications

### **Minimum Required Qualification and Experience**

- Bachelor of Laws Degree (LLB);
- Certificate of Legal Education; **plus**
- Three (3) years related experience.

### **3. Office Manager (GMG/SEG 1)**

#### **Job Purpose**

The Officer Manager (GMG/SEG 1) provides support services in the areas of Office Management and general services that will enhance the Department's capabilities to carry out its various functions effectively and efficiently.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Participates in the development of the Unit's operational objectives and standards;
- Directs the work of the Unit by overseeing the development of Unit and Individual Work Plans in support of the Operational Plan;
- Prepares Operational Reports;
- Co-ordinates and oversees the functions of direct reports;
- Provides leadership to direct reports;
- Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Develops and communicates appropriate and relevant standards in keeping with the objectives of the functional area;
- Develops and implements monitoring mechanisms to ensure targets are achieved in a timely manner;
- Convenes and participates in meetings relevant to role and function.

##### ***Technical/Professional:***

##### ***Inventory Management***

- Implements the appropriate systems procedures and to ensure the effective operation of the Office Services Unit;
- Oversees the establishment and maintenance of inventory of all office furniture and equipment for the Branches/Units of the Department and all postal points;
- Ensures the maintenance of current and accurate inventory of office furniture and equipment for the Branches/Units of the Department and all postal points;
- Ensures that all location charts are prepared and the proper indexing for office furniture and equipment within the Branches/Units of Department and its postal offices;
- Co-ordinates the arrangement of the disposal of unserviceable office furniture/equipment;
- Co-ordinates the continuous inventory of stock, stationery and supplies to mitigate

- outage and to facilitate continued operation;
- Makes recommendations regarding the procurement of furniture, equipment and other supplies, including services, in accordance with Government's policies and procedures;
- Ensures the preparation of Board of Survey (BOS) Reports for the Ministry of Finance and the Public Service;
- Ensure that BOS items are removed from the Department to the BOS location and that assets marked for disposal are disposed of according to the National Environmental Planning Agency (NEPA) guidelines.

**Office Services:**

- Develops and maintains re-order levels for stocks, office supplies stationary and other goods;
- Maintains inventory of all stocks and supplies;
- Liaises with Divisional Heads regarding office accommodation and comfort;
- Develops and maintains Filing System for invoices and suppliers;
- Monitors the timely receipt and distribution of daily subscription of newspaper;
- Ensures that catering services are provided as the need arises;
- Assists with the monitoring of the maintenance of the copiers;
- Manages cleaning services by ensuring that cleaning supplies are stocked and that offices are cleaned to required standards;
- Develops Roster for maintaining the cleanliness of the office environs;
- Conducts inspection of facilities to ensure cleaning is done to required standard;
- Manages arrangements for all in-house functions and meetings and ensures venues are prepared and manned and refreshment is provided;
- Oversees the general maintenance of office equipment;
- Verifies receipt of supplies and co-ordinates the payment for invoices submitted for delivery;
- Distributes stationery and office supplies to all Ancillary staff and monitors use and storage;
- Prepares and submits information to facilitate payment of tailoring allowances and safety clothing for relevant staff.

**Required Knowledge, Skills and Competencies**

- Excellent knowledge and understanding of office management
- Excellent knowledge and understanding of inventory management
- Good knowledge and understanding of procurement procedures
- Basic knowledge and understanding of Budget preparation
- Good knowledge of Human Resource Procedures
- Report Writing skills
- Records Management skills
- Knowledge of the operations of Government/Department's policies and procedures
- Proficiency in the use of the relevant software applications
- Sound oral and written communication skills
- Sound planning and organizational skills;
- Sound problem solving and decision-making skills
- Ability to work on own initiative
- Good inter-personal skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Management Studies/Public Sector Management/Public Administration Management from an accredited tertiary institution;
- Certificate in Supplies Management;
- Training in Supervisory Management; **plus**
- Two (2) years related working experience in an organization of similar size and complexity.

**4. Transport Manager (GMG/AM 4)**

**Job Purpose**

The Transport Manager (GMG/AM 4) is responsible for management and control of the Department's fleet vehicles in accordance with Government of Jamaica's Motor Vehicle Policy for the Public Sector and the Financial Administration and Audit Act (FAA) and Regulations.

## **Key Responsibilities**

### ***Management/Administrative:***

- Supervises the preparation of Repairs and Service Records for road worthy vehicles;
- Attends meetings, seminars and conferences on behalf of the Department;
- Monitors funds allocated to the Section by approving expenditure and ensuring that expenditure conforms to budgetary parameters;
- Reports all accidents and takes follow-up action as required;
- Writes letters, Minutes and reports on various activities within the Section;
- Replies to queries from private and public agencies concerning the Department's fleet of vehicles.
- Prepares and submits periodic reports on the operational efficiency of each vehicle on the prescribed form;
- Keeps the Manager informed of the progress of various activities and major problems of the Section.

### ***Technical/Professional:***

- Manages and controls the Department's fleet of motor vehicles;
- Ensures appropriate and valid licenses for driving personnel and that only designated/authorized personnel accesses and operates vehicles;
- Ensures currency of motor vehicles' licences and certificate of fitness and ensures that all fleet drivers are certified by NWA;
- Ensures scheduled maintenance is carried out;
- Ensures speedometer is functional and promptly repaired if defective;
- Ensures that all accidents are documented and reported in the established time frame;
- Ensures that the Department's Fuel Cards for fleet vehicles, original motor vehicle particulars and spare keys are properly monitored and safely secured;
- Establishes and maintains a programme for the maintenance and repair of the Department's vehicles and accessories;
- Conducts audits of motor vehicle equipment and accessories and ensures maintenance of an up-to-date Inventory;
- Arranges for retraining and re-certification of drivers and registration and re-certifications of vehicle;
- Arranges for Board of Survey to conduct examinations on motor vehicles and arranges for disposal, when required;
- Creates, maintains and monitors Travel Itinerary for the driver(s), including the time and purpose of the assignment;
- Creates and maintains schedules and makes spot checks to ensure that priorities and targets are being met and, repairs and maintenance standards are being adhered to;
- Co-ordinates transportation for the delivery of all mail and other items leaving the Department; and the pick-up and drop-off of scheduled staff from and to prescribed destinations;
- Conducts regular checks of the Log Book, Gas/Gas Oil records and stock balances to economize on fuel consumption;
- Checks Time Sheet to ensure proper vehicle handing-over procedures are observed.
- Responds to request/complaints on transportation issues and ensures they are resolved/addressed;
- Participates in the procurement of vehicles for the Department.

## **Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Sound planning and organizational skills
- Sound problem solving and decision-making skills
- Ability to work on own initiative
- Good inter-personal skills
- Sound knowledge of auto mechanics
- Good knowledge of Government of Jamaica Motor Vehicle Policy
- Good knowledge of Government of Jamaica's Procurement Guidelines
- Good knowledge of the Financial Administration and Audit Act and Regulations
- Good knowledge of the operations of Government/knowledge of the Department's policies and procedures

## **Minimum Required Qualification and Experience**

- Bachelor's Degree in Management Studies/Public Sector Management/Public Administration Management from an accredited tertiary institution;
- Training in Supervisory Management;

- Holder of a General Driver's Licence; **plus**
- Two (2) years related working experience in an organization of similar size and complexity;
- Diploma/Certificate in Mechanical Engineering or Auto-Mechanics would be an asset.

## **5. Administrative Assistant (GMG/AM 3)**

### **Job Purpose**

The Administrative Assistant is required to manage, organize, monitor and execute administrative duties functions pertaining to the operations of the Office.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Co-ordinates and implements Office Services activities such as purchases/records control.
- Organizes and schedules all office activities;
- Collaborates with Supervisor in the preparation of Individual Work Plan for signing and submission;
- Participates in the co-ordination of special projects;
- Ensures the maintenance of an efficient and effective Records Management and Information System to facilitate ease of access to information and speedy retrieval;
- Ensures the security of official and confidential records;
- Assists in the development of Operational and Strategic Plans for the Administrative areas of the Legal Services Unit;
- Assists in the development of Budgets and Monthly Cash Flows.

#### ***Technical/Professional:***

- Types, formats, edits, revises, proofreads, and processes a variety of documents and forms including general correspondence, notices, reports, applications, permits, memoranda, agreements, statistical charts and other documents from rough draft or verbal instructions;
- Compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents;
- Creates and maintains Computer Based Tracking information and reports including assigned databases, records, and lists; input corrections and updates;
- Maintains accurate and up-to-date office files and records for the Legal Unit;
- Assists in drafting legal documents, correspondence and pleadings;
- Assists in conducting legal research;
- Composes routine correspondence; copy, disseminate, and post documents and information as appropriate;
- Provides information related to specific programme area of assignment;
- Assists in the compilation of legal reports;
- Prepares Monthly, Quarterly and Annual Reports in consultation with Senior Legal Officer;
- Maintains calendar of activities, meetings, and various events for the Legal Officer;
- Schedules and organizes meetings for the Legal Officer;
- Co-ordinates meeting with new and existing clients to inform them about new developments in relation to matters being prepared by the Unit in consultation with the Senior Legal Officer;
- Serves as Recording Secretary for meetings hosted by the Legal Services Unit;
- Processes correspondence including receiving, sorting, time-stamping, logging, and distributing incoming and outgoing correspondence and packages;
- Provides support in the monitoring and assessment of customer satisfaction.
- Monitors and follows-up on documents/corresponds dispatched to internal Divisions and external offices, to ensure timely feedback;
- Assists in monitoring and recording matters before the Courts;
- Monitors inventories of stationery, supplies and materials and request same as needed.

### **Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Ability to work as part of a team
- Ability to work on own initiative
- Good inter-personal skills
- Knowledge of the Public Bodies and Management Accountability Act

- Knowledge of the Postal Industry and its Operations
- Good knowledge of administrative or office management practices and principles
- Good knowledge of Government of Jamaica records and information management practices and principles
- Good research skills
- Knowledge of the Staff Orders for the Public Service; Financial Administration and Audit Act and Regulations and the Public Procurement Act
- Proficient in the use of standard computer applications
- Knowledge of web-based research techniques

#### **Minimum Required Qualification and Experience**

- Associate of Science Degree in Business Administration, Administrative Management or related area from an accredited tertiary institution; **plus**
- Three (3) years' experience in an administrative or related environment.

### **6. Driver (LMO/DR 2)**

#### **Job Purpose**

The Driver will be responsible for conveying materials, parcels, equipment, and staff of the organization to scheduled locations in a safe, efficient and secure manner, as well as going on errands as deemed necessary.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Collaborates with supervisors in the preparation and signing of Individual Work Plan;
- Transports designated staff to assigned locations;
- Collects resource material and delivers internal mail to various offices and keeps and account of items in the Mobile Unit;
- Loads and unloads goods/equipment;
- Maintains and updates the Driver's Log Sheet;
- Inspects and advises supervisor on motor vehicle condition;
- Submits reports on any motor vehicle defects/accidents;
- Ensures the proper usage and care of assigned motor vehicle;
- Collects and signs for fuel, oil where necessary and accounts for all receipts for fuel received;
- Checks the vehicle each morning to ensure that the braking and signaling systems are functioning properly, and the oils, water coolant, brake fluid or oil, air pressure for air brakes are at operating levels;
- Checks that spare tires, tools and jacks are in place and ensures that any puncture tyre on the Unit is changed before driving Unit;
- Ensures that the vehicle is regularly serviced and maintained as required;
- Reports all defects, deficiencies, shortages or damages discovered to the relevant personnel promptly;
- Performs general mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles;
- Assists with the transportation of mail from the Head Office to locations in the Corporate Area.

#### **Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Ability to work as part of a team
- Ability to work on own initiative
- Good inter-personal skills
- Excellent knowledge of the Jamaican road codes
- Excellent dexterity skills
- Good knowledge of Jamaica road network
- Working knowledge

#### **Minimum Required Qualification and Experience**

- Graduated from Secondary School;
- Basic training in Auto Mechanics;
- Valid General Driver's Licence and ability to drive vehicle weighing 7000 KGS L/W; **plus**



- At least five (5) years driving experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 20<sup>th</sup> October, 2021 to:**

Director, Human Resource Management and Development  
Post and Telecommunications Department  
6 – 10 South Camp Road  
Kingston  
Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



Merle I. Tam (Mrs.)  
for Chief Personnel Officer